

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.:

06-19

OPENED: November 17, 2006

CLOSED: Until Filled

POSITION, TITLE, GRADE AND SALARY:

Principal Secretary to the Chief Judge
JSP-11/1 - JSP-12/10, \$54,272 -
\$84,559 depending upon
experience and current salary

LOCATION OF POSITION:

United States Court of Appeals
for the Federal Circuit
717 Madison Place, N.W.
Washington, D.C. 20439

BRIEF DESCRIPTION OF DUTIES: Performs all duties as directed and scheduled by the Chief Judge, including: (1) manages office; (2) receives and screens visitors, telephone calls and incoming correspondence; (3) types correspondence, memoranda, opinions, speeches and edits material for uniformity of style, citations and format; (4) organizes, maintains and supervises files; (5) maintains judge's docket of cases; (6) attends to details of pending matters; (7) coordinates work with other chambers.

Acts as liaison with the Federal Courts, the Judicial Conference, the Federal Judicial Center, and the Administrative Office for the purpose of disseminating and receiving information and technology requisite to progressive, comprehensive, management development.

Develops methods of coordinating the work of the chambers with that of other court offices and chambers.

Establishes and adjusts long range schedules, priorities and deadlines for completion of work assignments, and coordinates work schedules among work units within the chambers.

MINIMUM REQUIREMENTS: At least six years experience as a secretary of which four years must be as a legal secretary. Accurate spelling and typing essential, with demonstrated ability to utilize Microsoft Word and Access. Good English language skills required. Transcript of academic record may be required.

Substitution: Study successfully completed in a resident school or institution may be substituted as follows:

1. Study completed in an academic institution above high school level may be substituted for a maximum of two years experience on the basis of one year of study for nine months experience.

2. Study completed in law school may be substituted on the basis of one academic year for one year of experience.

TIME-IN-GRADE: For applicants in the federal service, one year must be served at the next lower grade.

SEND RESUME or an OF 612 TO:

Send a cover letter with a resume or an SF 171, Application for Federal Employment, or OF-612, Optional Application for Federal Employment to:

Ruth A. Butler
Administrative Services Officer
U.S. Court of Appeals for the Federal Circuit
717 Madison Place, N.W., Suite 412
Washington, DC 20439
(202) 633-6588

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.

Applicants must be United States Citizens or eligible to work in the United States.

This position is subject to mandatory Electronic Fund Transfer program (EFT) participation for payment of Net pay.

New employees are subject to a background check or investigation or periodic reinvestigations, if applicable, and that retention depends upon a favorable suitability determination.